

# **FISCAL YEAR 1997 PUBLIC AND INDIAN HOUSING DRUG ELIMINATION GRANT PROGRAM**

## ***Application Kit***



### **APPLICATION DUE DATE:**

APPLICATIONS ARE DUE TO THE LOCAL HUD FIELD OFFICES  
ON OR BEFORE **FRIDAY, AUGUST 8, 1997 AT 3:00 PM**, LOCAL TIME.

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF PUBLIC AND INDIAN HOUSING  
OFFICE OF COMMUNITY RELATIONS AND INVOLVEMENT  
OFFICE OF CRIME PREVENTION AND SECURITY**

**OMB CONTROL NUMBER 2577-0124 EXP. OCTOBER 31, 1999**

## ***BACKGROUND AND PROGRAM INFORMATION***

The U.S. Department of Housing and Urban Development is pleased to announce funding under the Fiscal Year 1997 Public and Indian Housing Drug Elimination Program (PHDEP) for use in reducing/eliminating drug-related crime and other Part I and Part II crimes “in or around” public and Indian housing developments.

In the past eight years, the Department has awarded 3,473 grants totaling more than \$1,270,580,961 to public and Indian housing authorities nationwide.

The purpose of the Public Housing Drug Elimination Program is to:

- Encourage housing authorities to use PHDEP resources, to establish collaborative relationships and increase, over and above what might ordinarily be provided to housing agency residents.
- Effectively coordinate with Federal, Tribal, State and local agencies to increase employment and training opportunities for low-income residents, and thereby reduce/eliminate drug-related crime.
- Increase the use of housing community facilities, and bring back a community focus to housing authority properties. Community policing; police mini-stations; and resident training, substance abuse prevention, intervention, treatment (dependency/remission), structured aftercare, and other human resources programs.

Housing authorities (HAs) may apply for funding for employment of security personnel (contracted security guard(s)/HA police department); reimbursement of local law enforcement agencies for additional security and protective services (reimbursement of a municipal public housing police division and/or bureau); physical improvements designed to enhance security; employment of investigator(s); voluntary tenant patrols; and programs to reduce/eliminate drug-related crime “in or around” the premises of the housing authority/development(s), including substance abuse prevention, intervention, treatment, and other referral programs.

Programs must be part of a comprehensive plan addressing the reduction/elimination of drug-related crime “in or around” public and Indian housing developments. Applicants are encouraged to discuss PHDEP initiatives and how the PHDEP efforts may be coordinated with anti-crime related activities across local, state, Federal, and Tribal levels to maximize their effectiveness.

In the body of the attached Notice of Funding Availability (NOFA) for Fiscal Year (FY) 1997 is information concerning the purpose of the NOFA, applicant eligibility, available amounts, selection criteria, financial requirements, management, and application processing. Information is also included on how to apply, how selections will be made, and how applicants will be notified of results.

In order to assist HAs to develop and to administer relevant, fair, and productive contracts with local law enforcement agencies for the delivery of effective services to HAs and residents, a

sample contract for law enforcement services is attached to the application kit. For a copy of this contract on diskette (in WordPerfect for DOS 5.1) call the Drug Information and Strategy Clearinghouse (DISC) at 1-800-578-3472.

This application kit includes general information, instructions, exhibits, and blank forms for preparing the application. Should you have any questions regarding the PHDEP or completing the application kit, please contact DISC at 1-800-578-3472.

### **PUBLIC BURDEN COLLECTION REQUIREMENTS**

Information requested in accordance with Chapter 2, Subtitle C, Title V of the Anti-Drug Abuse Act of 1988 (42 U.S.C. 11901-11908), as amended by Section 581 of the National Affordable Housing Act (NAHA) (P.L. 101-625, approved November 28, 1990). The information will be used to rate applications, determine eligibility, and to establish grant amounts. Selection of applications for funding under the Public and Indian Housing Drug Elimination Program are based on rating factors listed in the Notice of Funding Availability (NOFA), which is published each year to announce the Program's funding round. The information collected in the application will only be collected for specific funding competitions.

Public reporting burden for this collection of information is estimated to average 22 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0124), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600.

**THIS IS FOR ADMINISTRATIVE PURPOSES. DO NOT SEND THE APPLICATION TO THE ABOVE ADDRESS.**

This agency may not collect this information, and you are not required to complete this application, unless it displays a currently valid OMB control number, which is **2577-0124 Exp. October 31, 1999.**

To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the Public and Indian Housing Drug Elimination Program application does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**HUD IS COMMITTED TO REDUCING/ELIMINATING CRIME "IN OR AROUND" PUBLIC AND INDIAN HOUSING DEVELOPMENTS. WE ENCOURAGE YOUR AUTHORITY TO COMPETE FOR A GRANT UNDER THIS NOFA.**

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## ***SECTION I***

### **GENERAL APPLICATION INFORMATION**

#### **APPLICATION DEADLINE DATE**

- A. Applications must be received at the local HUD Field Office on or before **AUGUST 8, 1997, AT 3:00 PM, LOCAL TIME.**
- B. **THIS APPLICATION DEADLINE IS FIRM AS TO DATE AND HOUR. APPLICATIONS RECEIVED AFTER AUGUST 8, 1997, AT 3:00 PM, LOCAL TIME, WILL NOT BE CONSIDERED.** Applicants should take this practice into account and make early submission of their materials to avoid any risk of loss of eligibility brought about by any unanticipated or delivery-related problems. **A FAX is not acceptable.**

#### **APPLICATION SUBMISSION**

- A. An applicant shall submit only one application per housing authority under each Notice of Funding Availability (NOFA).
- B. Joint applications are not permitted under this program with the following **EXCEPTION:** HA under a single administration (such as HAs managing another HA under contract or HAs sharing a common executive director) **SHALL SUBMIT A SINGLE APPLICATION,** even though each housing authority has its own operating budget.
- C. Applications (**ORIGINAL AND THREE IDENTICAL COPIES OF THE ORIGINAL APPLICATION**) must be received by the deadline at the local HUD Field Office. Applications must be submitted to the local HUD Field Office, Attention: Director, Office of Public Housing. In the case of IHAs, to the local HUD Area Field Office Attention: Administrator, Office of Native American Programs. A complete listing of these offices is provided in Appendix "A" of the attached NOFA.

#### **UNIT COUNT REQUIREMENTS**

HUD is distributing grant funds under the PHDEP NOFA on a national competition basis.

Maximum grant award amounts are computed on a sliding scale, using an overall maximum cap, depending upon the number of public housing authority or Indian housing authority units.

**HOUSING AUTHORITIES ARE REQUIRED TO VALIDATE AND CONFIRM THEIR UNIT COUNT WITH THE LOCAL HUD FIELD OFFICE PRIOR TO SUBMITTING THE APPLICATION.** For further information on the unit count requirements please refer to Section I.(b) (2) (ii) and (iii) of the NOFA.

## **APPLICATION STRUCTURE**

In order to facilitate the review and scoring process, it is required that you follow the order outlined in **Section II** of this application kit. In addition, sample forms have been included in **Section III** of this application kit for your assistance.

## **ELIGIBLE APPLICANTS**

Funding under **Section I.(c)** of the NOFA is available **ONLY** for Public housing agencies (PHAs) and Indian Housing Authorities (IHAs). **HEREAFTER**, the term housing authority (HA) shall include public housing authorities (PHAs) and Indian housing agencies (IHAs).

## **ELIGIBLE ACTIVITIES**

Funding is permitted for activities that are listed in **Section I.(c)** of the NOFA.

## **INELIGIBLE ACTIVITIES**

Funding is not permitted for activities listed in **Section I.(10)** and/or other specified areas of the NOFA. **NOTE if the applicant is not clear about eligible or ineligible activities they must contact the local HUD Field Office for clarification prior to submission of the application.**

## **NOTIFICATION**

HUD will provide written notification to all applicants of whether or not they have been selected.

## **GRANT AGREEMENT**

After an application has been approved, HUD and the applicant shall enter into a grant agreement (Form HUD-1044) setting forth the amount of the grant and its applicable terms, conditions, financial controls, payment mechanism, schedule, measurements/outcomes, monitoring schedule and special conditions, including sanctions for violation of the agreement. For further information please refer to **Section I. (f) (5)** of the NOFA.

## **TERM OF GRANT**

The FY 1997 PHDEP grant project must be completed within, and shall not exceed, 24 months from the date of execution of the grant agreement. Any funds not expended at the end of the grant term shall be remitted to HUD in accordance with the current regulations. For further information please refer to **Section I.(f) (6)** of the NOFA)

## **APPLICATION SELECTION AND SELECTION CRITERIA**

- A. HUD will review each application that it determine meets the requirements of the NOFA and evaluate it by assigning points in accordance with the selection criteria. For further information please refer to Section I. (d) of the NOFA.
- B. An application must receive a score of at least 70 points out of the maximum of 100 points that may be awarded under this competition to be eligible for funding. For further information please refer to Section I. (d) of the NOFA.
- C. After applications have been scored, Headquarters will rank the applications on a national basis. For further information please refer to Section I. (d) of the NOFA.

## **CORRECTIONS TO DEFICIENT APPLICATIONS**

HUD will notify an applicant, in writing, of any curable technical deficiencies in the application. Section IV of the NOFA provides instructions regarding corrections to deficient applications.

## **FOR QUESTIONS CONCERNING THE PUBLIC HOUSING DRUG ELIMINATION PROGRAM, CONTACT:**

The local HUD Field Office, Director, Office of Public Housing (**Appendix "A"** of this NOFA), HUD's Drug Information and Strategy Clearinghouse, telephone (800) 578-3472 or Malcolm (Mike) E. Main, Office of Crime Prevention and Security, Office for Community Relations and Involvement (OCRI), Office of Public and Indian Housing, Room 4112, 451 Seventh Street, S.W., Washington, D.C. 20410, telephone (202) 708-1197 ext. 4232. A HUD telecommunications device for hearing or speech impaired persons (TDD) is available at (202) 708-0850. (These are not toll-free telephone numbers.)

## **FOR QUESTIONS CONCERNING NATIVE AMERICAN PROGRAMS CONTACT:**

The HUD National Office of Native American Programs (NONAPs) and/or the HUD Area Field Office of Native American Programs (AONAP) (Appendix "A" of this NOFA), HUD's Drug Information and Strategy Clearinghouse, telephone (800) 578-3472 or Tracy Outlaw, NONAPs, Suite 3390, 1999 Broadway, Box 90, Denver, CO 80202, telephone (303) 675-1600 (This is not a toll-free telephone number.)

The information collection requirements contained in this Notice have been approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520), and assigned OMB control number 2577-0124, which expires October 31, 1999.

## *SECTION II*

### **APPLICATION TAB ORDER AND TIPS**

**[REMEMBER THAT THE APPLICATION AND SUPPORTING DOCUMENTS DESCRIBE BELOW SHOULD NOT EXCEED 500 PAGES]**

<b>TAB 1</b>	Application Cover Letter
<b>TAB 2</b>	Applicant Data Input Form
<b>TAB 3</b>	Standard Form-424, Application for Federal Assistance
<b>TAB 4</b>	Standard Form-424A, Budget Information, with budget Narrative(s)/and Supporting Documentation
<b>TAB 5</b>	Standard Form-424B, Assurances, (non-construction programs)
<b>TAB 6</b>	Form HUD-2880 Applicant/Recipient Disclosure/Update Report.
<b>TAB 7</b>	<b>First Selection Criterion:</b> Extent of the drug-related crime associated with drug-related crime problems in the applicant's development or developments proposed for assistance.
<b>TAB 8</b>	<b>Second Selection Criterion:</b> Quality of the plan to address the crime problem in the public and Indian housing development(s) proposed for assistance, including the extent to which the plan includes initiatives that can be sustained over a period of several years.
<b>TAB 8A</b>	– Implementation schedule (activity timetable).
<b>TAB 8B</b>	– Personnel position descriptions (if applicable).
<b>TAB 9</b>	<b>Third Selection Criterion:</b> The capability of the applicant to carry out the plan.
<b>TAB 10</b>	<b>Fourth Selection Criterion:</b> The extent to which tenants, the local government and the local community support and participate in the design and implementation of the activities proposed to be funded under the application.
<b>TAB 10A</b>	– Summary of written resident comments.
<b>TAB 10B</b>	– Letters of commitment.



<b>TAB 11</b>	Certifications.
<b>TAB 11A</b>	– RMC, RC and RO Certifications.
<b>TAB 11B</b>	– Drug Treatment Program Certification (if applicable).
<b>TAB 11C</b>	– Law Enforcement Certification (if applicable).
<b>TAB 11D</b>	– Form HUD-50070 Drug-Free Workplace Certification.
<b>TAB 11E</b>	– Chief Executive Officer (CEO) Certification.
<b>TAB 11F</b>	– Form HUD-50071 Lobbying Certification.
<b>TAB 11G</b>	– SF-LLL Disclosure of Lobbying Activities Certification.
<b>TAB 11H</b>	– Debarment and Suspension Certification.
<b>TAB 11I</b>	– Civil Rights Laws Certification.
<b>TAB 11J</b>	– Law Enforcement Records and Medical/Disability Information Certification.

## GENERAL APPLICATION TIPS

Follow the **REQUIRED OUTLINE** for organizing your application (follow tabs, include all required information and forms, number each page, etc.). The application and supporting documents describe below **should not exceed 500** pages. **The application must be written in the English language.**

- **Ensure** that all tabs in the application are in the required order.
- **Submit** a cover letter with your application that serves as a management tool to explain the application structure. It should include the name of a contact person and a number where he/she can be reached. The cover letter should also outline the basic structure of your application and provide any other information you feel would assist HUD in reviewing your application.
- **Prepare** a concise application using simple language that addresses the problems you have identified in your assessment.
- **Verify** your housing authority unit count with your local HUD Field Office. If you did not the application may not be accepted!
- **Review** the “Unit Count Requirements” segment located in Section I of this application kit, and Sections I.(b)(2)(I) through (iii) of the NOFA. Check to ensure you have computed the maximum grant award amount for which you are eligible (eligible dollar amount per unit multiplied by the number of units listed in the low-rent operating budget) and compare it with the dollar amount requested in the application to make certain the amount requested does not exceed the maximum grant award.
- **Make** sure all computations (SF-424A and budget narratives) are complete and correct. Review the plan, SF-424A, budget narrative and timetable to ensure information and numbers are consistent and there are no duplication of funds with other HUD grant programs.
- **Arrange** with city officials to have the forms signed in ample time to meet the application deadline.
- **Determine** if an environmental review is required, to the extent required by HUD's environmental regulations at 24 CFR part 50, including the applicable related authorities at 24 CFR part 50.4.
- **Ask** more than one person to read over your application to check that all required information and forms are included in the application and copies being submitted. Double check to make sure you have addressed every requirement for funding and the application checklist has all items checked.

**The following regulations will assist in putting your application together:**

To obtain copies of the Title 24-Code of Federal Regulations contact the Superintendent of Documents, Government Printing Office, Washington, DC 20402 (202) 512-1803. (This is not a toll-free telephone number)

- 24 CFR part 24, Government debarment and suspension and governmentwide requirements for drug-free workplace (grants).
- 24 CFR part 44, Non-Federal governmental audit requirements.
- 24 CFR part 50, Environmental review of Department of HUD programs and activities.
- 24 CFR part 85, Administrative requirements for grants and cooperation agreements to State, local and federally Recognized Indian tribal governments.
- 24 CFR part 761 Consolidated Drug Elimination Program for Assisted Housing and Public Housing. Published March 28, 1996.
- The Public Housing Drug Elimination Program FY-1997 NOFA. (Attached to application kit.)
- OMB Circular A-87, Cost Principles for State, and Local Governments and other related regulations. (Attached to application kit.)

**Additional Resources**

- To obtain crime statistics data, call the Bureau of Justice Statistics Clearinghouse on 1-800-732-3277 or fax to (301) 251-5212 or write to, Box 6000, Rockville, MD 20850 or visit the World Wide Web site at <http://www.ncjrs.org/statprdt.htm>.
- To obtain drug and crime data call the Drugs and Crime Clearinghouse on 1-800-666-3332 or fax to (301) 251-5212 or write to, 1600 Research Boulevard, Rockville, MD 20850 or visit the World Wide Web site at <http://ncjrs.org.71/1/drugs>.
- To obtain drug information and data call the National Clearinghouse for Alcohol and Drug Information on 1-800-729-6686 or fax to (301) 468-6433 or write to, P.O. Box 2345, Rockville, MD 20852 or visit the World Wide Web site at <http://www.health.org>.
- To obtain information concerning successful anti-drug and crime strategies in public housing

communities, including information on the “One Strike and You’re Out” initiative, contact the Drug Information & Strategy Clearinghouse on 800-578-3472 or fax to (301) 738-6655 or write to, P.O. Box 6424, Rockville, MD 20850.

- To obtain information concerning successful Neighborhood Watch and resident patrol programs contact the National Association of Town Watch on 610-649-7055 or fax to (610) 649-5456 or write to, P.O. Box 303, Wynnewood, PA 19096. Or call the National Crime Prevention Council on 202-466-6272 or fax to (202) 296-1356 or write to 1700 K Street NW., Second Floor, Washington, DC 20005 or visit the World Wide Web site at <http://www.web.apc.org/~ncpc>.
- To obtain a copy of the Diagnostic and Statistical Manual (DSM) of Mental Disorders, or the Psychiatric Association, contact the American Psychiatric Press, Inc. on 800-368-5777 or fax to (202) 789-2648 or write to 1400 K Street NW., Suite 1101, Washington, DC 20005 or visit the World Wide Web site at <http://www.appi.org>.
- To obtain information concerning insurance for tenant patrols contact the Housing Authority Insurance Group on (203) 272-8220 Ext. 208, or fax to (203) 250-8377, or write to 180 Commerce Court, P.O. Box 189, Cheshire, CT 06410-0189.
- To obtain information concerning law enforcement strategies and programs contact the U.S. Department of Justice’s Law Enforcement Administration (DEA) at Public Affairs Section, 700 Army Navy Drive, Arlington, VA 22202 or visit the World Wide Web site at <http://www.usdoj.gov/dea>.
- To obtain information concerning juvenile justice/delinquency prevention resources contact the Office of Juvenile Justice and Delinquency Prevention Clearinghouse on 800-638-8736, or fax to (301) 251-5212, or write at P.O. Box 6000, Rockville, MD 20850.
- To obtain information concerning crime law and/or justice programs contact the Department of Justice Response Center on 800-421-6770 or write to, 1100 Vermont Avenue NW., Washington, DC 20530.
- To obtain information concerning victims of crime contact the National Victims Resource Center on (301) 251-5525, or fax to (301) 251-5212, or write at P.O. Box 6000, Rockville, MD 20850.
- To obtain information concerning community policing services and grant programs contact the U.S. Department of Justice’s Office of Community Policing Services (COPS) on (202) 514-5058, or write to 1100 Vermont Avenue NW., Washington, DC 20530, or visit the World Wide Web site at <http://www.usdoj.gov/cops>.

### ***SECTION III***

#### **SAMPLE APPLICATION DOCUMENTS**

The following SAMPLE FORMS have been provided for your assistance.

Sample Application cover letter.

Sample Applicant Data Input Forms.

Sample Standard Form-424, Application for Federal Assistance.

Sample Standard Form-424A, Budget Information (non-construction programs), with activity budget narrative/and supporting documentation, as applicable, attachment.

Sample Executive Summary and Implementation Schedule.

Sample Standard Form-424B, Assurances, (non-construction programs).

Sample Standard Form-2880, Applicant/Recipient Disclosure/Update Report.

## SAMPLE APPLICANT COVER LETTER

# SAMPLE

Date

Public Housing Director's Name

Office of Public Housing

HUD Field Office Name

HUD Field Office Address

Dear Colleague:

The Winston Housing Authority (WHA) is pleased to submit an original and three copies of its comprehensive drug elimination proposal for the FY 1997 Public and Indian Housing Drug Elimination Program (PHDEP).

Winston Housing Authority is a medium-sized agency located in the heart of the Midwest. The City of Winston has a current population of 250,000, and our public housing community consists of 15,000 residents. WHA's public housing communities are located in highly accessible areas of the city. Drug dealers and other criminals have easy access in and out of WHA properties. Winston police officials indicate that drug-related activity and "calls for service" on WHA properties increased by 11 percent during 1996. In particular, the community witnessed an increase in domestic disturbances and violent crimes.

The goals of our comprehensive drug elimination strategy are to reduce/eliminate drug-related crime and other Part I and Part II crimes; establish ongoing working relationships with Federal, State, and local law enforcement agencies; empower residents; and increase the quality of life for residents in our community and the surrounding neighborhoods. Funding from the 1997 PHDEP program will assist WHA achieve these goals. As you will note from our proposal, we are requesting to continue two programs and establish five new ones. The grant funds will be used for six major activities: development of a dedicated law enforcement force, employment of HA investigators, the establishment of a voluntary tenant patrol, physical improvements, a drug prevention program, and a drug intervention program. These activities have been designed together by housing authority staff, residents, and other community partners.

Crime prevention strategies require a holistic approach which involves the active participation of numerous local, county, and state agencies. Housing authority staff and residents have embraced this concept of "partnerships." In previous PHDEP grants the housing authority and several WHA resident councils have worked closely with the police department, human service agencies, non-profit organizations, and educational institutions to develop partnerships which lead to the development of programs and policies that best meet the needs of WHA residents.

The programs described throughout this proposal represent the best strategy to reduce/eliminate drug-related crime and other Part I and Part II crimes in our community. It is with great enthusiasm that I present this 1997 Public and Indian Housing Drug Elimination application to the Department.

Sincerely,

Executive Director or Program Coordinator's name

### SAMPLE APPLICANT DATA INPUT FORM

Application control number: IA/ 009 (State/HA/IHA#)

IRS employer identification number: 89 -- 7689101 (From Item #6 SF-424)

HA: The Housing Authority of the City of Winston

HUD Area Office: NC State: IA

Field Office: Des Moines

HA grant coordinator: Julie Davis phone #: (909) 999-9999

List the names of the specific developments targeted for assistance under this grant below: (example)

1. Davis Gardens (150 units)
2. Lincolnshire Apartments (150 units)
3. Etc.

In accordance with section I.(b) of the NOFA the following unit count(s) is provided:

UNITS:	COUNT
1. Public housing:	<u>1,250</u>
2. Indian Housing:	<u>0-</u>
3. Section 23 Leased Housing:	<u>-0-</u>
4. Turnkey III Homeownership:	<u>-0-</u>
5. Mutual Help Homeownership:	<u>-0-</u>
6. Non-Federally Assisted Housing Located in High Intensity Drug-Trafficking Areas: [I.(c)(9)]	<u>-0-</u>
Total Unit count:	<u>1,250</u>

Applicant confirmed the HA unit count with the local HUD Field Office/AONAPs):

YES X NO      Date: May 30, 1997

Name of Field Office representative that confirmed the unit count: Madeline Haley  
(You may attach any documentation relative to verification of unit count.)

## HOUSING AUTHORITY (HA) REQUESTED ACTIVITIES/FUNDS

# SAMPLE

### BUDGET

### LINE

ITEM NO.	ACTIVITIES	FUNDS REQUESTED
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9110	Reimbursement of Law Enforcement Agencies Over and Above Baseline Services	\$304,950
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	1. Reimbursement of a municipal public housing police division and/or bureau	\$395,780
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	Sub-Total	\$700,730
--	-----------	-----------

9120	Security Personnel	
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	1. HA Employment of Security Personnel	\$383,956
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	2. Contracted/HA Security Personnel	\$ 135,932
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	3. Equipment for and employment of personnel for Housing Authority Police Department	\$ n/a
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	Sub-Total: (1-3)	\$519,888
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9130	Employment of Investigator(s)	\$135,565
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9140	Voluntary Tenant Patrol	\$ 26,000
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9150	Physical Improvements	\$ 50,000
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### PROGRAMS TO REDUCE ILLEGAL DRUGS

9160	Drug Prevention	\$302,600
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9170	Drug Intervention	\$ 89,500
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9180	Drug Treatment	\$ n/a
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### GRANTS ADMINISTRATION

9190	Other Program Costs	\$ n/a
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	<b>HA Total funding requested:</b>	<b>\$1,519,333</b>
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## CONGRESSIONAL NOTIFICATION INFORMATION SHEET

### **Sample Summary of Programs Proposed in the Housing Authority's Application.**

**This narrative (one Paragraph Only--no more than 10 lines) must be completed by the applicant. It will be used by HUD for congressional notification.**

The program of the HA of the City of Winston will use a comprehensive security and preventive-based approach to reduce/eliminate drug-related crime. Resident patrols as well as community police patrols will be used to combat the problem of open drug trafficking in our developments. In addition, "Jersey" barriers will be installed in parking lots to control traffic and increase the safety of the units by installing dead-bolt locks. A landscaping business will be started to offer youth an opportunity to learn business skills.

**[NOTE:** Please ensure that the information contained in this one paragraph summary is complete, and that sentence structure and spelling are accurate. In doing this, you will save the Department time in processing and scoring your application]

**SAMPLE STANDARD FORM 424, APPLICATION FOR ASSISTANCE FROM  
THE FEDERAL GOVERNMENT, INSTRUCTIONS**

The Standard Form 424 (SF-424) is the basic application for assistance from the Federal Government. You **MUST** include a accurate and complete SF-424 and SF-424A with attachments with your application.

- Item 1:** HAs should mark the box in Item 1 for "Application: Non-Construction." HAs that plan to conduct any physical improvements should mark the "Construction" box as well.
- Item 2:** The date you submit the application. Your Applicant Identifier is the Application Control Number which is the PHA or IHA Number (State-and 3 digit PHA/IHA Number: Example FL-003).
- Item 3:** Leave blank (FOR HUD USE).
- Item 4:** Leave blank (FOR HUD USE).
- Item 5:** Fill in your agency's legal name and business address. Under "Organizational Unit," include the name of the part of the agency that will be charged with spending the funds. The contact person should be someone who can be easily reached and who is familiar with the contents of the proposal. This person is generally not the HA chief executive officer, but rather the person who is responsible for the plan i.e., drug elimination coordinator.
- Item 6:** The HAs Internal Revenue Service Employer Identification Number (EIN). (Example 78-2226788)
- Item 7:** Enter the most appropriate letter in the box provided to the right. In most cases, this would be "N. Other (Specify): Public Housing Authority or Indian Housing Agency." If your agency is a city department, enter "C for Municipal."
- Item 8:** Place an "x" in the "New" box if you are going to operate a completely new program. If any parts of your program will continue existing PHDEP funded activities, place an "x" in the "Continuation" box.
- Item 9:** Enter "U.S. Department of Housing and Urban Development."
- Item 10:** Enter "14.854" and enter "Public and Indian Housing Drug Elimination Program" after "Title:."
- Item 11:** Enter the name of your program here, as shown in the example on the next page.

- Item 12:** List only political entities, such as states, cities, towns, and townships, not the names of your targeted developments.
- Item 13:** You should have a start date and end date for all of your grant activities. This must be reflected on your implementation schedule and will be in the grant agreement. If you did not receive a PHDEP grant in FY 1996, the grant execution date should be sometime in October 1997. It is possible that your existing PHDEP program may delay the use of your FY 1997 award. If so, please make the appropriate indication on the implementation timeline schedule (activity timetable). *[NOTE: Your PHDEP grant activities do not need to begin at the same time your grant is executed. Your implementation schedule will determine when and how much money you will be able to draw down from the LOCCS-VRS system.]*
- Item 14:** Under "Applicant," enter the number of the congressional district in which the PHA's or IHA's central office is located. Under "Congressional District of Project," enter the district or districts in which developments targeted for assistance are located. This can be more than one district.
- Item 15:** Under "Federal," enter the amount of money you are requesting. For "b," "c," "d," and "e," include the size of the contributions from each of the entities listed. If you expect your program to generate some income, put the estimated income under "f."
- Item 16:** This item has created confusion in the past. Executive Order 12372 applies to PHDEP. Call the State Single Point of Contact (SPOC), in your state, to find out how to make your application available for review. In most States, the SPOC is a staff member in the Governor's office. If not, someone in the Governor's office should be able to tell you how to contact the SPOC. **THIS SHOULD NOT HOLD UP YOUR GRANT APPLICATION.** You should submit your application for State review at about the same time you submit it to HUD.
- Item 17:** If you enter "yes," you must attach an explanation of why you are delinquent on any Federal debt.
- Item 18:** The executive officer of the HA must sign the form and include a telephone number where he or she can be reached.

**SAMPLE SF-424, APPLICATION FOR ASSISTANCE FROM THE  
FEDERAL GOVERNMENT**

## **SAMPLE SF-424A, BUDGET INFORMATION, INSTRUCTIONS**

SF-424A includes information about the finances of your program. A more detailed presentation of the costs is found in the sample budget narrative. If your program has more than four components, feel free to use two copies of this form. **THIS FORM, WITH ANY SUPPORTING DOCUMENTS SUCH AS ATTACHED COST ANALYSIS, MUST BE ATTACHED TO THE SF-424. THE SF-424A WILL SERVE AS THE OFFICIAL BUDGET FOR YOUR PHDEP GRANT.** The HA executive director or designee **MUST SIGN** this form in the space provided at the bottom of page.

### **SECTION A**

**Lines 1-4:** Enter items under (a), (b), (e), (f), and (g). In 1(a), enter the eligible activity name for your first program component (for example, "Drug Prevention"). In (b) enter "14.854" (the Catalog of Federal Domestic Assistance Number for the PHDEP). The entry under (e) should be the amount of PHDEP funds you are requesting and (f) should be the total amount of other contributions from the HA, state, local, tribal and private sources. Add the amounts in (e) and (f), and put the result in (g). Use one line for each program component.

### **SECTION B**

Section B is a breakdown of the program's total budget by object class categories (the amount you entered on line 5(e)). Breaking down the budget into categories is easiest when you have already drawn up a detailed, narrative budget following the format of the sample found in this kit. Each line should correspond to the program entry in Section A. Again, use one line for each program component. No indirect costs are authorized in the PHDEP.

### **SECTION C**

Enter the amounts of any non-Federal resources the program will receive. These should be thoroughly explained in the text of your application.

### **SECTION D**

Section D breaks down the amount of money needed for each quarter of the first year the program is in operation. This is also done for non-Federal funds.

### **SECTION E**

Section E asks for a breakdown of the Federal funding needed in the second year of the program. Program lengths are confined to 2 years, so analysis does not have to be expanded beyond 16(b).

## **SECTION F**

Attach a detailed budget narrative/cost analysis explaining the program's proposed expenses and how they will be calculated. In addition, the budget shall contain a separate breakdown for funds and expected funding from other sources available at the end of the grant term to continue the plan, and how they will be allocated to plan activities that can be sustained over a period of years. The narrative must detail costs of each program activity.

## **SAMPLE SF-424A, BUDGET INFORMATION**

The SF-424A includes all information pertaining to your PHDEP program. Please make sure that you properly distinguish between the Federal and non-Federal funds which will be needed to support your program. Furthermore, it is important that the information contained in the SF-424A match the information contained in your individual program, budget narratives.

## **SAMPLE BUDGET NARRATIVE FOR PROPOSED ACTIVITIES WITH ATTACHED SUPPORTING DOCUMENTATION**

Your budget narrative must follow, but not be limited to the format of the sample. The SF-424A, with attached budget narrative, must be completed and the applicant must describe each major activity proposed for funding, e.g. Employment of Security Personnel (contracted security personnel services), Reimbursement of Local Law Enforcement Agencies Over and Above Baseline Services (housing authority police departments and reimbursement of a municipal public housing police division/bureau), Physical Improvements, Employment of Investigators, Voluntary Tenant (Resident) Patrols, Program to Reduce the Use of **ILLEGAL** Drugs, e.g. Drug Prevention, Intervention, and Treatment Programs. The following narrative budget is provided on how to present each activity narrative.



## SAMPLE FORM

### REIMBURSEMENT OF LOCAL LAW ENFORCEMENT AGENCIES OVER AND ABOVE BASELINE SERVICES

#### BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The WHA will execute a contract with the Winston Police Department to provide services over and above current baseline services. The Winston Police Department will also establish a mini-station on the site of the targeted development. The proposed contract between the Winston Police Department and the HA of the City of Winston for these services is attached to this application as Appendix A.

**Funds Requested For Activity:** \$304,450

#### Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	PHDEP Funding	Other local in-kind Sources of Funding
<b>a. Personnel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>b. Fringe Benefits</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>c. Travel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>d. Equipment</b>		
Purchase and install closed Circuit Television system (see attached supporting documentation)	\$ 17,500	\$ -0-
Purchase and install Telephone Equipment (see attached supporting documentation)	\$ 850	\$ -0-
Cameras	\$ 3,000	\$ -0-
Facsimile Machine	\$ 600	\$ -0-

	Bicycles (2)	\$ 2,500	\$ -0-
	Portable 2-way Radios (4)	\$ 12,000	\$ -0-
	Computers (2)	\$ 6,000	\$ -0-
	Software	\$ 4,700	\$ -0-
	(See attached cost analysis)		
	Total	\$ 47,150	\$ -0-
<b>e.</b>	<b>Supplies</b>		
	Telephones	\$ 2,500	\$ -0-
	Office Supplies	\$ 4,600	\$ -0-
	Maintenance	\$ 5,600	\$ -0-
	(See attached cost analysis)		
	Total	\$ 12,700	\$ -0-
<b>f.</b>	<b>Contractual/details</b>		
	Direct labor and benefit contract with Winston Police Department For Four (4) Officers at 12 hrs/day for 104 weeks. Rate of \$20/hr. (you must document rates per hour) (See attached supporting documentation)	\$244,600	\$ -0-
	Total	\$244,600	\$ -0-
<b>h.</b>	<b>Other</b>		
	None	\$ -0-	\$ -0-
	(See attached cost analysis)		
	Total	\$ -0-	\$ -0-
<b>I.</b>	<b>Total Direct Charges (sum of a - h)</b>	\$304,450	\$ -0-

Attach cost analysis/supporting documentation to support specific costs.

## SAMPLE FORM

### HOUSING AUTHORITY EMPLOYMENT OF SECURITY PERSONNEL

#### BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The WHA will directly employ qualified residents as security guard personnel to provide services in addition to those, or not usually performed by, local law enforcement agencies on a routine basis, such as, patrolling inside buildings, providing personnel services at building entrances to check for proper identification or patrolling and checking car parking lots for appropriate parking decals.

**Funds Requested For Activity:** \$383,956

#### Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a. Personnel</b>		
Security Supervisor (2 yrs)	\$ 56,500	\$ -0-
Data Analyst (2 yrs)	\$ 49,920	\$ -0-
Security Guards		
Four (4) Guards at 12 hrs/day		
for 104 weeks. Rate of \$6.50/hr. \$227,136		\$ -0-
(you must document rates per hour)		
(See attached supporting documentation)		
Total	\$333,556	\$ -0-
<b>b. Fringe Benefits</b>		
FICA/Medical Benefits	\$ 20,000	\$ -0-
Vacation	\$ 23,000	\$ -0-
Total	\$ 43,000	\$ -0-
<b>c. Travel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>d. Equipment</b>		
Computer	\$ 2,500	\$ -0-
Printer	\$ 600	
Software	\$ 1,500	\$ -0-
File Cabinet	\$ 200	

(See attached supporting documentation)

	Total	\$ 4,800	\$ -0-
<b>e.</b>	<b>Supplies</b>		
	Telephones	\$ 1,700	\$ -0-
	Office Supplies	\$ 600	\$ -0-
	Maintenance	\$ 300	\$ -0-
	(See attached supporting documentation)		
	Total	\$ 2,600	\$ -0-
<b>f.</b>	<b>Contractual/details</b>		
	None		
	Total	\$ -0-	\$ -0-
<b>h.</b>	<b>Other</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>I.</b>	<b>Total Direct Charges</b>		
	(sum of a - h)	\$ 383,956	\$ -0-

**Attach supporting documentation to support specific costs.**

## SAMPLE FORM

### CONTRACTED SECURITY PERSONNEL SERVICES

#### BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The WHA will execute a contract for security personnel services to provide services in addition to those, or not usually performed by, local law enforcement agencies on a routine basis, such as, patrolling inside buildings, providing personnel services at building entrances to check for proper identification or patrolling and checking car parking lots for appropriate parking decals.

**Funds Requested For Activity:** \$135,932

#### Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a. Personnel</b>		
Data Analyst		
104 Weeks @ 40 hours per week		
Rate = \$13.00		
2080 hours x \$13.00 =	\$ 54,080	\$ -0-
Total	\$ 54,080	\$ -0-
<b>b. Fringe Benefits</b>		
FICA/Medical Benefits	\$ 7,500	\$ -0-
Vacation	\$ 7,500	\$ -0-
Total	\$ 15,000	\$ -0-
<b>c. Travel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>d. Equipment</b>		
Computer	\$ 2,500	\$ -0-
Printer	\$ 600	
Software	\$ 1,500	\$ -0-
File Cabinet	\$ 200	
(See attached supporting documentation)		
Total	\$ 4,800	\$ -0-

**e. Supplies**

Hotline Telephones	\$ -0-	\$ 6,400
Office Supplies	\$ 600	\$ -0-
Maintenance	\$ 300	\$ -0-
(See attached supporting documentation)		
Total	\$ 900	\$ 6,400

**f. Contractual/details**

Direct labor and benefit contract		
104 Weeks @ 30 hours per week		
Rate = \$6.50		
2080 hours x \$13.00 =	\$ 61,152	\$ -0-
(you must document rates per hour)		
(See attached supporting documentation)		
Total	\$ 61,152	\$ -0-

**h. Other**

None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-

**I. Total Direct Charges**

(sum of a - h)	\$ 135,932	\$ 6,400
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**Attach supporting documentation to support specific costs.**

**SAMPLE FORM**

**REIMBURSEMENT OF A MUNICIPAL PUBLIC HOUSING  
POLICE DIVISION/BUREAU**

**BUDGET NARRATIVE**

**BRIEF PROGRAM DESCRIPTION:** The WHA will execute a contract with the Winston Police Department which provides reimbursement for the equipment and employment of a municipal public housing police division which will provide supplemental services over and above baseline services currently provided by the municipal police department by establishing and staffing a dedicated police mini-station in the targeted development which employs a community policing philosophy to reduce drug-related crime and other Part I and Part II crimes. The proposed contract between the Winston Police Department and the HA of the City of Winston for these services is attached to this application as Appendix A.

**Funds Requested For Activity:** \$395,780

**Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)**

		<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a.</b>	<b>Personnel</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>b.</b>	<b>Fringe Benefits</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>c.</b>	<b>Travel</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>d.</b>	<b>Equipment</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-

<b>e.</b>	<b>Supplies</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>f.</b>	<b>Direct/Indirect Cost f</b>		
	Direct/indirect cost, including labor and benefits) for a two (2) year contract for law enforcement with Winston Police Department For Four (4) Officers at 12 hrs/day for 104 weeks. Rate of \$20/hr.	\$395,780	\$ -0-
	(you must document rates per hour) (See attached supporting documentation)		
	Total	\$395,780	\$ -0-
<b>h.</b>	<b>Other</b>		
	None	\$ -0-	\$ -0-
	(See attached supporting documentation)		
	Total	\$ -0-	\$ -0-
<b>I.</b>	<b>Total Direct Charges</b>		
	(sum of a - h)	\$395,780	\$ 6,400

**Attach supporting documentation to support specific costs.**



## SAMPLE FORM

### EMPLOYMENT OF INVESTIGATOR(S)

#### BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The WHA will hire one investigator who will investigate drug-related crime, other criminal activities and/or problems associated with crime “in or around” the real property comprising the HA developments and provide evidence relating to any such crime in any administrative or judicial proceedings.

**Funds Requested For Activity:** \$135,565

#### Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	PHDEP Funding	Other local in-kind Sources of Funding
<b>a. Personnel</b>		
Investigator		
104 Weeks @ 40 hours per week		
Rate = \$13.00		
4160 hours x \$13.00 =	\$ 54,080	\$ -0-
 Data Analyst		
104 Weeks @ 20 hours per week		
Rate = \$12.00		
2080 hours x \$12.00 =	\$ 24,960	\$ -0-
 Total	\$ 79,040	\$ -0-
<b>b. Fringe Benefits</b>		
FICA/Medical Benefits	\$ 13,500	\$ -0-
Vacation	\$ 7,500	\$ -0-
 Total	\$ 21,000	\$ -0-
<b>c. Travel</b>		
None	\$ -0-	\$ -0-
 Total	\$ -0-	\$ -0-
<b>d. Equipment</b>		

	Patrol car	\$ 25,000	\$ -0-
	(see attached supporting documentation)		
	Computer	\$ 3,000	\$ -0-
	Radios	\$ 2,500	\$ -0-
	(see attached supporting documentation)		
	Software	\$ 1,000	\$ 500
	Uniforms	\$ 500	\$ -0-
	Firearm	\$ 700	\$ -0-
	Ammunition	\$ 250	\$ -0-
	Flashlights	\$ 125	\$ -0-
	Protective Vests	\$ 450	\$ -0-
	Total	\$ 33,525	\$ 500
<b>e.</b>	<b>Supplies</b>		
	Telephones	\$ 200	\$ -0-
	Office Supplies	\$ 500	\$ 500
	Maintenance	\$ 300	\$ -0-
	(See attached supporting documentation)		
	Total	\$ 1,000	\$ 500
<b>f.</b>	<b>Contractual/details</b>		
	None		
	Total	\$ -0-	\$ -0-
<b>h.</b>	<b>Other</b>		
	See attached sheet	\$ 1,000	\$ 1,000
	(See attached supporting documentation)		
	Total	\$ 1,000	\$ 1,000
<b>I.</b>	<b>Total Direct Charges</b>		
	(sum of a - h)	\$135,565	\$ 2,000

**Attach supporting documentation to support specific costs.**

## SAMPLE FORM

### ESTABLISHMENT OF VOLUNTARY TENANT PATROLS

#### BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The HA will execute a contract with the Winston Resident Council to coordinate the establishment of a volunteer tenant patrol. The proposed contract between the Winston Resident Council and the HA of the City of Winston for these services is attached to this application as Appendix A.

**Funds Requested For Activity:** \$26,000

#### Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a. Personnel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>b. Fringe Benefits</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
<b>c. Travel</b>		
To Tenant Patrol training seminar	\$ 1,000	\$ -0-
Total	\$ 1,000	\$ -0-
<b>d. Equipment</b>		
Motorscooters (2) (see attached supporting documentation)	\$ 7,500	\$ -0-
Radios (see attached supporting documentation)	\$ 5,500	\$ -0-
Flashlights	\$ 2,000	
Uniforms (see attached supporting documentation)	\$ 1,500	\$ 1,000
Total	\$ 16,500	\$ 1,000

**e. Supplies**

Telephones	\$ 1,000	\$ -0-
Office Supplies	\$ 200	\$ -0-
Maintenance (See attached supporting documentation)	\$ 1,300	\$ -0-
Total	\$ 2,500	\$ -0-

**f. Contractual/details**

Direct labor and benefit contract with Winston Resident Council For One (1) patrol organizer at 2 hrs/day for 20 weeks. Rate of \$7.14/hr. (you must document rates per hour) (See attached supporting documentation)	\$ 2,000	\$ -0-
Total	\$ 2,000	\$ -0-

**h. Other**

Liability insurance (See attached supporting documentation)	\$ 4,000	\$ -0-
Total	\$ 4,000	\$ -0-

**I. Total Direct Charges**

(sum of a - h)	\$ 26,000	\$ 1,000
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**Attach supporting documentation to support specific costs.**

## SAMPLE FORM

### PHYSICAL IMPROVEMENTS TO ENHANCE SECURITY BUDGET NARRATIVE

**BRIEF PROGRAM DESCRIPTION:** The WHA will install fences, closed circuit surveillance cameras, speed bumps, monitors, security alarms, electronic entry locks with access card readers, exterior lights, and will reconfigure the landscape of several of the targeted developments common areas for the security of the HA's community center. Equipment is needed at the community center where resident anti-crime prevention programming and recreational activities will be offered for all developments. In addition, WHA will contract with the Resident Management Corporation to provide landscaping tasks that have been proven successful in preventing crime through environmental design.

**Funds Requested For Activity:** \$50,000

#### **Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)**

		<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a.</b>	<b>Personnel</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>b.</b>	<b>Fringe Benefits</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>c.</b>	<b>Travel</b>		
	None	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
<b>d.</b>	<b>Equipment</b>		
	Purchase and install security alarm system at community center. (see attached supporting documentation)	\$ 3,000	\$ -0-
	Purchase and install security cameras and monitors in community center. (see attached supporting documentation)	\$ 4,800	\$ -0-

	Purchase and install 22 lights x \$350 on HA properties. (see attached supporting documentation)	\$ 7,700	\$ -0-
	Installation of speed bumps at driveways and in parking lot (see attached supporting documentation)	\$ 3,000	\$ -0-
	Purchase and installation of electronic entry locks and access card reader system (see attached supporting documentation)	\$ 16,000	\$ -0-
	Purchase and installation of 1000' of fencing @ \$3.50 per foot (see attached supporting documentation)	\$ 3,500	
	Total	\$ 38,000	\$ -0-
<b>e.</b>	<b>Supplies</b>		
	McKinley House and Garden will donate plants, seed, fertilizer and necessary tools	\$ -0-	\$ 5,000
	Total	\$ -0-	\$ 5,000
<b>f.</b>	<b>Contractual/details</b>		
	Contract with Resident Management Corporation to landscape areas around targeted developments. Tasks will include mowing lawns, planting and pruning hedges, and debris removal.	\$ 12,000	\$ -0-
	Total	\$ 12,000	\$ -0-
<b>h.</b>	<b>Other</b>		
	Services of Landscape Architect for the reconfigurement of common area landscape donated by Spruce & Bushweiler Architectural Design	\$ -0-	\$ 10,000
	Total	\$ -0-	\$ 10,000
<b>I.</b>	<b>Total Direct Charges</b> (sum of a - h)	\$ 50,000	\$ 15,000

**Attach supporting documentation to support specific costs.**

**SAMPLE FOR**

**PROGRAMS TO REDUCE THE USE OF DRUGS**

**DRUG PREVENTION/ INTERVENTION/ TREATMENT PROGRAM**

**BUDGET NARRATIVE**

**BRIEF PROGRAM DESCRIPTION:** The WHA will establish a comprehensive drug prevention/ intervention/treatment program designed to reduce drug-related crime and other Part I and Part II crimes in or around the premises of the housing authority, including substance abuse prevention, intervention, referral programs, and faith communities and/or other ministerial/ organizations that provide services (substance abuse treatment, and structured aftercare/support system programs). Winston Housing Authority will contract youth prevention programs to the local Boys and Girls Club of America. In conjunction with WHAs Communities of Learners programs, adult prevention services will be offered at the HA's community learning center. WHA will contract with Winston County Psychiatric Services for treatment and aftercare services. The proposed contracts between the Winston Boys and Girls Club, the Winston County Psychiatric Services and the HA of the City of Winston for services mentioned is attached to this application as Appendix A.

**Funds Requested For Activity:** \$427,600

**Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)**

	<b>PHDEP Funding</b>	<b>Other local in-kind Sources of Funding</b>
<b>a. Personnel</b>		
Project Director (2 yrs)	\$ 80,000	\$ -0-
Project Coordinator (2 yrs)	\$ 56,500	\$ -0-
Drug Prevention Specialist (2 yrs)	\$ 56,500	\$ -0-
Administrative Assistance (2 yrs)	\$ 33,000	\$ -0-
Total	\$226,000	\$ -0-
<b>b. Fringe Benefits</b>		
FICA/Medical Benefits	\$ 20,000	\$ -0-
Vacation	\$ 23,000	\$ -0-
Total	\$ 43,000	\$ -0-
<b>c. Travel</b>		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-

<b>d. Equipment</b>		
Van	\$ 25,000	\$ -0-
Computers, Software & Maintenance	\$ 12,500	\$ -0-
Printer	\$ 2,000	\$ -0-
Fax Machine	\$ 500	\$ -0-
Slide projector and screen	\$ 1,500	\$ -0-
Overhead projector	\$ 1,500	\$ -0-
Camera	\$ 600	\$ -0-
Xerox machine (see attached supporting documentation)	\$ 1,000	\$ -0-
Total	\$ 44,600	\$ -0-
<b>e. Supplies</b>		
Telephones	\$ 1,000	\$ -0-
Office Supplies	\$ 700	\$ -0-
Maintenance (See attached supporting documentation)	\$ 300	\$ -0-
Total	\$ 2,000	\$ -0-
<b>f. Contractual/details</b>		
Winston Boys and Girls Club (you must document rates per hour) (See attached supporting documentation)	\$ 4,000	\$ -0-
Winston County Psychiatric Services (you must document rates per hour) (See attached supporting documentation)	\$ 100,000	\$ -0-
Total	\$104,000	\$ -0-
<b>h. Other</b>		
Educational Scholarships	\$ 25,000	\$ -0-
Total	\$ 25,000	\$ -0-
<b>I. Total Direct Charges (sum of a - h)</b>	\$427,600	\$ -0-

**Attach supporting documentation to support specific costs.**



## **INSTRUCTIONS REGARDING EXECUTIVE SUMMARY AND IMPLEMENTATION SCHEDULE**

The following Executive Summary is in support of the activity timetable. The Executive Summary should provide an overall grant structure. It should serve to demonstrate the organizational structure of your program and its components.

An implementation timetable that includes tasks, deadlines, cost and persons responsible for implementing (beginning, achieving identified milestones, and completing) each activity in the plan should be submitted. [**REMEMBER:** Your ability to draw-down funds from the LOCCS-VRS system will coincide with your implementation schedule and timeline.]

**SAMPLE EXECUTIVE SUMMARY AND  
IMPLEMENTATION SCHEDULE (ACTIVITY TIMETABLE)**

**SAMPLE STANDARD FORM-424B, ASSURANCES,  
(NON-CONSTRUCTION PROGRAMS)**

**SAMPLE STANDARD FORM 2880, APPLICANT/RECIPIENT  
DISCLOSURE/UPDATE REPORT**

## ***SECTION IV***

### **BLANK FORMS**

- A set of blank forms is provided for use in preparing your application.
- Please use additional sheets as needed, and where attachments are required, please place them in the appropriate required tabs of the application.
- The application cover letter and application tabs are required in this order.

## **APPLICATION CHECKLIST WITH REQUIRED APPLICATION TABS**

**These Tabs must be in the application, if applicable, in the following order:**

### **TAB**

- |     |       |   |
|-----|-------|---|
| 1   | _____ | Application Cover Letter  |
| 2   | _____ | Applicant Data Input Form   |
| 3   | _____ | Standard Form-424, Application for Federal Assistance   |
| 4   | _____ | Standard Form-424A, Budget Information, with budget narrative(s)/and supporting documentation |
| 5   | _____ | Standard Form-424B, Assurances, (non-construction programs)                                   |
| 6   | _____ | Form HUD-2880 Applicant/Recipient Disclosure/Update Report                                    |
| 7   | _____ | First Selection Criterion   |
| 8   | _____ | Second Selection Criterion  |
| 8A  | _____ | – FY 97 Implementation Schedule (activity timetable)  |
| 8B  | _____ | – Personnel Position Descriptions (if applicable)   |
| 9   | _____ | Third Selection Criterion   |
| 10  | _____ | Fourth Selection Criterion  |
| 10A | _____ | – Summary of Written Resident Comments  |
| 10B | _____ | – Letters of Commitment (if applicable)   |
| 11  | _____ | Certifications  |
| 11A | _____ | – RMC, RC and RO Certifications   |
| 11B | _____ | – Drug Treatment Program Certification (if applicable)  |
| 11C | _____ | – Law Enforcement Certification (if applicable)   |

- 11D \_\_\_\_\_ – Form HUD-50070 Drug-Free Workplace Certification
- 11E \_\_\_\_\_ – Chief Executive Officer (CEO) Certification
- 11 F \_\_\_\_\_ – Form HUD-50071 Lobbying Certification
- 11G \_\_\_\_\_ – SF-LLL Disclosure of Lobbying Activities Certification
- 11H \_\_\_\_\_ – Debarment and Suspension Certification
- 11I \_\_\_\_\_ – Civil Rights Laws Certification
- 11J \_\_\_\_\_ – Law Enforcement Records and Medical/Disability Information Certification

## TAB 2      Applicant Data Input Form

Application control number: \_\_\_\_\_ / \_\_\_\_\_ (State/HA/IHA#)

IRS employer identification number: \_\_\_\_\_ -- \_\_\_\_\_ (From Item #6 SF-424)

HA: \_\_\_\_\_

HUD Area Office: \_\_\_\_\_ State: \_\_\_\_\_ Field Office: \_\_\_\_\_

HA grant coordinator: \_\_\_\_\_ phone #: \_\_\_\_\_

List the names of the specific developments targeted for assistance under this grant below: (add more developments if needed)

1.

2.

3.

In accordance with section I.(b) of the NOFA the following unit count(s) is provided:

UNITS:	COUNT
--------	-------

1. Public housing:	_____
--------------------	-------

2. Indian Housing:	_____
--------------------	-------

3. Section 23 Leased Housing:	_____
-------------------------------	-------

4. Turnkey III Homeownership:	_____
-------------------------------	-------

5. Mutual Help Homeownership:	_____
-------------------------------	-------

6. Non-Federally Assisted Housing Located in High Intensity Drug-Trafficking Areas: [I.(c)(9)]	_____
--	-------

Total Unit count:	_____
-------------------	-------

Applicant confirmed the HA unit count with the local HUD Field Office/AONAPs:

YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_

Name of Field Office representative that confirmed the unit count: \_\_\_\_\_

(You may attach any documentation relative to verification of unit count)



## HA REQUESTED ACTIVITIES/FUNDS

### BUDGET LINE

ITEM NO.	ACTIVITIES	FUNDS REQUESTED
----------	------------	-----------------

9110	<b>Reimbursement of Local Law Enforcement Agencies Over and Above Baseline Services</b>	\$_____
------	---	---------

1.	Reimbursement of a municipal public housing police division and/or bureau	\$_____
----	---	---------

	Sub-Total	\$_____
--	-----------	---------

9120	<b>Security Personnel</b>	
------	---------------------------	--

1.	HA Employment of Security Personnel	\$_____
----	-------------------------------------	---------

2.	Contracted/HA Security Guards	\$_____
----	-------------------------------	---------

3.	Equipment for and Employment of personnel for Housing Authority Police Department Personnel/Equipment	\$_____
----	---	---------

	Sub-Total: (1-3)	\$_____
--	------------------	---------

9130	<b>Employment of Investigator(s)</b>	\$_____
------	--------------------------------------	---------

9140	<b>Voluntary Tenant Patrol</b>	\$_____
------	--------------------------------	---------

9150	<b>Physical Improvements</b>	\$_____
------	------------------------------	---------

### PROGRAMS TO REDUCE THE USE OF ILLEGAL DRUGS

9160	<b>Drug Prevention</b>	\$_____
------	------------------------	---------

9170	<b>Drug Intervention</b>	\$_____
------	--------------------------	---------

9180	<b>Drug Treatment</b>	\$_____
------	-----------------------	---------

### GRANT ADMINISTRATION

9190	<b>Other Program Costs</b>	\$_____
------	----------------------------	---------

<b>HA Total funding requested:</b>		\$_____
------------------------------------	--	---------

**HUD Official Use:**

**Total funding approved by HUD:** \$ \_\_\_\_\_

**SUMMARY OF PROGRAMS PROPOSED IN THE HOUSING AUTHORITY'S APPLICATION.**

*(Please provide in the English language)*

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## **TAB 5      ASSURANCES FORM-ATTACHMENT TO SF-424B**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circular, Executive Order 12372, and Uniform Administrative Requirements for Grants and Cooperative Agreements - 24 CFR Part 85, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the applicant assures and certifies that:

It has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

It provided all information required by the NOFA to include certification and disclosures in accordance with the requirements of Section III of the NOFA.

It assessed its potential liability under State, local or tribal law, and that, upon being notified of a PHDEP grant award, will obtain adequate insurance coverage to protect itself against any potential liability out of the eligible activities under this program.

It understands that HUD may terminate funding if the applicant demonstrates an unwillingness or inability to : attain program goals; establish procedures that will minimize the time elapsing between cash advances and disbursements; adhere to grant agreement requirements or special conditions; avoid engaging in the improper award and administration of contracts; or submit reliable and timely reports.

It understands that the grant will be closeout in accordance with 24 CFR Part 85.50 and 24 CFR 761, and the FY 1997 PHDEP NOFA.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 1997

By: \_\_\_\_\_  
(HOUSING AUTHORITY EXECUTIVE DIRECTOR)

## **TAB 11: CERTIFICATIONS**

### **TAB 11A    RESIDENT MANAGEMENT CORPORATIONS (RMCs)/RESIDENT COUNCILS (RCs) RESIDENT ORGANIZATIONS (ROs) OR RESIDENTS**

The applicant certifies that:

- Residents participated in the preparation/strategy of the grant application for the Public and Indian Housing Drug Elimination Program for the targeted development(s);
- The applicant's description in its plan of activities to be undertaken by the RMC/RC/RO or residents is accurate and complete; and
- Certification is applicable only for targeted development(s).
- If awarded, the applicant will involve residents in any change to the approved plan.
- Residents are aware that the application deadline date is **Friday, August 8, 1997, 3:00 pm**, local time.

Resident Representative:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 1997

Resident Representative:

\_\_\_\_\_

Print Name & Title:

\_\_\_\_\_

**TAB 11A (CONT)**

Signatures of other public and Indian housing authority resident organization presidents or public and Indian housing authority resident(s) if one does not exist, and other public and Indian housing leadership organizations for the proposed/target developments for PHDEP funding.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Comments by residents are attached.

**TAB 11B    DRUG TREATMENT PROGRAM CERTIFICATION (SINGLE  
STATE AGENCY OR LOCAL TRIBAL COMMISSION).  
(APPLICABLE ONLY IF APPLYING FOR PREVENTION AND/OR TREATMENT  
ACTIVITIES)**

The administrator/director or designee for the single state agency or tribal commission hereby certifies:

The proposed drug treatment activity is appropriate and consistent with the State plan; and that the service(s) meets all Federal, State, Tribal and local government medical licensing, training, bonding, and certification requirements;

The applicant has notified and consulted with the relevant single state agency or authority with drug coordination responsibilities concerning its application; and

The administrator/director or designee understands that the application deadline date is on or before **Friday, August 8, 1997, 3:00 p.m.**, local time.

State or local agency  
Administrator/Director/designee

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 1997

by: \_\_\_\_\_

Print Name & Title:

\_\_\_\_\_

Comments are attached.

**TAB 11C    LAW ENFORCEMENT AGENCY CERTIFICATION FORM  
(APPLICABLE ONLY IF APPLYING FOR ANY OF THE BELOW ACTIVITIES)**

The local law enforcement agency hereby assures/certifies that:

**Check Applicable Box**

YES NO

NA

— —

—

**Contracted security guard personnel.** If grant amounts are to be used for contracted security guard personnel services, to include HA security, in HAs/developments, the application described how the requirements of section I.(c) of the NOFA will be met.

— —

—

**\*Authorized Public Housing authority police departments.** If grant amounts are to be used for HA police departments, the application described how the requirements of section I.(c) of the NOFA will be met.

— —

—

**\*Reimbursement of local law enforcement agencies over and above baseline services.** If grant amounts are to be used for reimbursement of local law enforcement agencies over and above baseline services the application described how section I.(c) of the NOFA will be met.

— —

—

**\*Authorized dedicated municipal housing authority police division and/or Bureau over and above baseline services.** If grant amounts are to be used for Reimbursement of a dedicated municipal housing authority police division and/or bureau, the application described how section I.(c) of the NOFA will be met.

— —

—

**Employment of Investigator(s).** If grant amounts are to be used for employment of a investigator(s), the application described how section I.(c) of the NOFA will be met.

— —

—

**Voluntary tenant patrol.** If grant amounts are to be used for voluntary tenant patrols, the application described how the requirements of section I.(c) of the NOFA will be met.

The law enforcement representative or designee understands that the application deadline date is on or before **Friday, August 8, 1997, 3:00 p.m.**, local time.

The attached document contains the information required to establish baseline services to public housing residents by local law enforcement agencies. Activities that require this document are noted with an asterisk. See attached document.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_

by: \_\_\_\_\_  
Local Law Enforcement Representative

Print Name & Title:

\_\_\_\_\_

**NOTE:** Please provide a written description of current law enforcement baseline services regarding this application.

## BASELINE SERVICES TO PUBLIC HOUSING RESIDENTS BY LOCAL LAW ENFORCEMENT AGENCIES

Current law enforcement baseline police services are defined, but may not be limited to, as the ordinary and routine police services provided to the residents of public housing developments as a result of the overall, city/county-wide deployment of police resources to respond to crime and other public safety incidents, including 9-1-1 communications, processing of calls for services, routine patrol, police officer response to calls for service, and investigative follow-up of criminal activity. The actual or estimated time spent on supporting basic patrol and investigative services by administrative and technical personnel may be included in baseline services. The PHDEP funds must be used for services above the baseline and shall not be used to supplant municipal funds for law enforcement services and shall not be used to support the reallocation of current police services to other locations within the municipality. A law enforcement written agreement between the PHA & municipality is required for PHDEP funding of supplemental police services to public housing residents.

### CURRENT & SUPPLEMENTAL LAW ENFORCEMENT SERVICES FOR PUBLIC HOUSING RESIDENT

Police Services Provided to Public Housing Residents	Current Hours (Baseline Services)	Proposed Hours Above Baseline (Funded by PHDEP)	Difference Between Current & Proposed
Patrol Services			
Criminal Investigations			
Specialized Units			
Traffic (if applicable)			
Arrests & Processing			
Court Time			
Dispatch Support			
Records Support			
Hiring & Training			
Administrative Time			
Other			
<b>TOTAL TIME</b>			

**NOTE:** Please provide a written description of current law enforcement baseline services regarding this application.



## **TAB 11E    CHIEF EXECUTIVE OFFICER (CEO) CERTIFICATION**

The CEO hereby certifies that:

The Applicant discussed the extent to which the relevant government jurisdiction has met its law enforcement obligations under the Cooperative Agreement with the applicant (as required by the housing authorities Annual Contributions Contract with HUD).

Requested law enforcement activities are in accordance with the requirements of the FY 1997 NOFA.

If the jurisdiction is not meeting its obligations under the Cooperative Agreement, the CEO should identify the circumstances relating to its failure to do so.

The CEO or designee understands that the application deadline date is **Friday, August 8, 1997, 3:00 p.m., local time.**

The applicant describes the current level of baseline law enforcement services being provided to the developments proposed for assistance. If applicable please attach any supportive documentation.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_

by:\_\_\_\_\_

Print Name & Title:

\_\_\_\_\_

## **TAB 11G    APPLICANT'S ANTI-LOBBYING CERTIFICATION**

Each applicant must sign either the Certification Regarding Lobbying or the Standard Form-LLL, Disclosure of Lobbying Activities and include it in the application as Exhibit 21. Section 319 of Public Law 101-121 prohibits recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government. A common rule governing the restrictions on lobbying was published as an interim rule on February 26, 1990 (55 FR 6736) and supplemented by a Notice published June 15, 1990 (55 FR 24540). The rule requires applicants for and recipients of assistance exceeding \$100,000 to certify that no Federal Funds have been or will be spend on lobbying activities in connection with the assistance. The rule also requires disclosures from applicants and recipients if nonappropriated funds have been spent or committed for lobbying activities if those activities would be prohibited if paid with appropriated funds. The law provides substantial monetary penalties for failure to file the required certification or disclosure. This does not apply to Indian tribes of IHAs, tribal organizations, or any other Indian organization with respect to expenditures specifically permitted by other Federal law that are not covered by the definition of person in 24 CFR Part 87.

Attached are the appropriate certification and the Standard Form-LLL.

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATION AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of the Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering in to of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 199 \_\_\_\_\_

BY \_\_\_\_\_

Signature

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title, if any)

## **TAB 10H    DEBARMENT AND SUSPENSION CERTIFICATION**

By signing and submitting this proposal, the applicant, defined as the primary recipient in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency.
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (c) are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, state, or local) terminated for cause or default.

The applicant agrees that by submitting this proposal, it will include without modification the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions" i.e. with subgrantees or contractors, in all lower tier covered transactions and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_

by:\_\_\_\_\_

Print Name & Title:

\_\_\_\_\_

**TAB 10I    CIVIL RIGHTS LAWS CERTIFICATION**

The applicant certifies that:

The proposed programs in the grant application for the Public and Indian Housing Drug Elimination Program do not violate civil laws; and a system is currently in place to protect confidential information. The system is described below in the comments area.

Housing Authority's Executive Director:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_

Housing Authority's Executive Director:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

Comments:

**TAB 10J   LAW ENFORCEMENT RECORDS AND MEDICAL/DISABILITY  
INFORMATION CERTIFICATION**

The applicant certifies that:

A system is currently in place to protect confidential information regarding law enforcement records, and medical and disability-related information. The system is described below in the comments area.

Housing Authority's Executive Director:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_

Housing Authority's Executive Director:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

Comments:

## **SECTION V: FY 1997 PHDEP NOFA**

## **SECTION VI: OMB CIRCULAR NO. A-87**

- For further information concerning this Circular may be obtained by contacting the Office of Federal Financial Management, Financial Standards and Reporting Branch, Office of Management and Budget, Washington, DC 20503, telephone (202) 395-3993, or visit the World Wide Web at <http://www.doleta.gov/regs/omb/a-87.htm>.



## **SECTION VII: CONTRACT FOR LAW ENFORCEMENT**

- To receive additional copies of the Contract for Law Enforcement, please contact HUD's Drug Information and Strategy Clearinghouse on (800) 578-3472, or via fax to (301) 738-6655, or write to, P.O. Box 6424, Rockville, MD 20850.

**THE CONTENTS OF THIS CONTRACT ARE THE VIEWS OF THE CONTRACTOR AND DO NOT NECESSARILY REFLECT THE VIEWS OR POLICIES OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OR THE U.S. GOVERNMENT.**